DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-CM

1 July 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #43 - Sexual Assault Prevention and Response (SAPR) Policy ***(Change 3)***

1. Applicability. This policy applies to all Fort A.P. Hill (FAPH) Soldiers, their Family Members, and DoD Civilians working or assigned to FAPH.

2. Proponent. The proponent for this policy is the Garrison's Directorate of Human Resources (DHR) at (804) 633-8205.

3. References. AR 600-20, Chapter 8, Army Command Policy, 18 March 2008/RAR 20 September 2012.

4. Purpose. To provide information concerning the FAPH SAPR Program Policy

5. Policy.

a. As the FAPH Garrison Commander, I am absolutely committed to the Army's goal of ending sexual harassment and sexual assault. Army Values reinforce respect for the dignity of others and loyalty to our fellow Warriors. I expect Directors and subordinate leaders within all organizations at all levels within FAPH to promote a safe climate, take measures to prevent sexual harassment and sexual assault, and ensure that victims are protected, treated with dignity and fairness, and provided appropriate support. Sexual Assault is punishable under the UCMJ and other Federal and local civilian laws and is incompatible with our Army Values. Simply put Sexual Assault is a criminal offense that has no place in our Army or at Fort A.P. Hill! **If at any time a victim of either sexual assault or sexual harassment has problems with any of the resources below, feels uncomfortable using available resources, or feels for any other reason that they cannot come forward with information using the information below, I ask that you personally call me at 804-633-8206 and we'll figure this out.**

b. Directors, and leaders at all levels within FAPH will clearly understand their roles and responsibilities and the risks of failing to respond appropriately to sexual harassment and sexual assault. ***FAPH's Sexual Harassment Assault Response and Prevention (SHARP) Specialist/Victim Advocate (VA) can be reached at the FAPH 24 Hour Helpline at 540-498-5559, this number has texting capabilities. The Sexual Assault Response Coordinator (SARC) is supported from Fort Belvoir***

and can be reached at 703-805-4718. The Fort Belvoir SHARP 24/7 Helpline is 703-740-7029, this number has texting capabilities. SHARP assistance can also be achieved by contacting the DoD Safe Helpline 1-877-995-5247.

(1) **Definition:** Sexual assault is a crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy, indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts.

(2) **Prevention:** The Prevention of sexual harassment and sexual assault rely on training and positive and professional leadership throughout FAPH that absolutely refuses to accept negative behaviors such as these. I hold responsible all leaders on FAPH to enforce this policy and other DoD programs to remove Sexual Harassment and Assault from our organization. The Army I.A.M. Strong campaign is the fundamental strategy for sexual assault awareness and prevention. Sexual Assault Prevention and Response information reference Command and leader responsibilities IAW AR 600-20 are also outlined on the SAPR website, www.preventsexualassault.army.mil.

(3) **Training:** Training at all levels is an integral part of the SAPR Program. Garrison level SAPR Program training will be conducted annually by every Soldier/DoD Civilian and documented by the Garrison Training Coordinator. At FAPH, our training coordinator will ensure training is scheduled for the Garrison; however, it is the responsibility of Directors to ensure make-up training is conducted for all of their assigned subordinates. To arrange for additional training, Directors may call **804-633-8672** and coordinate with the FAPH SAPR office or contact the FAPH training coordinator.

(4) **Reporting & Investigation:** Soldiers and their Family members who are victims of sexual assault have the option of making a Restricted or Unrestricted report. DoD civilians may only file Unrestricted reports. Specifics for each reporting option are mentioned below:

(a) Restricted Reporting: Restricted reporting allows a Soldier/family member who is a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process to remain anonymous. ***A restricted report can be accepted by the FAPH Installation SHARP Specialist/VA, 24/7 Helpline at 540-498-5559. This phone has texting capabilities.*** *Also the* Fort Belvoir ***SHARP 24/7 Helpline*** **at** 703-740-7029, or Military

Medical Treatment Providers including Behavioral Health at any Military Treatment Facility. Victims may also make confidential reports to a Chaplain.

(b) Unrestricted Reporting: Unrestricted reporting allows a Soldier/Family Member/DoD civilian who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation to use current reporting channels (for example, the chain of command or law enforcement), or he/she may report the incident to the SARC or the on-call VA at FAPH. Additionally, with the victim's consent, the healthcare provider will conduct a forensic examination, which may include the collection of evidence. DoD Civilians may contact FAPH or civilian police/investigator to perform an investigation, notify the FAPH Chain of Command (CoC), and receive medical treatment from an authorized civilian medical facility. Anyone who is a victim of sexual assault may report the incident to the FAPH Installation ***SHARP Specialist/VA 24/7 Helpline at 540-498-5559***, the ***SHARP Office*** at Fort Belvoir, FAPH Directorate of Emergency Services (DES), tenant chain of command (CoC) or the Garrison CoC. Directorate leaders will promptly report the alleged assault to the FAPH ***SHARP Specialist/VA at 540-498-555,*** the Fort Belvoir ***SHARP Office*** at **703-805-4718** or the Fort Belvoir 24/7 Helpline **703-740-7029**, or the FAPH Police Desk at **804-633-8239**. Rights of alleged offenders must be balanced with the safety of victims. Every allegation of sexual assault will be investigated by military and/or civilian law enforcement authorities. Leaders will obtain enough information to complete a Serious Incident Report (SIR) without initiating an investigation. The SARC will communicate with senior mission leaders on a range of issues and options available to protect victims. Leaders/Directors will be encouraged to delay action on collateral misconduct charges/actions pending completion of the sexual assault investigation.

(5) **Victim Safety and Care**:

(a) The FAPH ***SHARP Specialist/VA*** can be contacted at the ***24/7 Helpline at 540-498-5559***. The Fort Belvoir ***SHARP Office/SARC and VA*** can be reached at the ***24/7 Helpline*** 703-740-7029 or the ***office number 703-805-4718 during duty hours.*** All are available around the clock to accept reports of sexual assault and to provide personal support, court accompaniment, assistance with emergency needs, and referrals to confidential civilian resources.

6. The Primary Point of Contact for the ***SHARP Program*** at FAPH is ***the 24/7 Helpline 540-498-5559***. The SARC at Fort Belvoir is also an installation level response agency for reports of sexual assault and can be reached at ***703-805-4718*** during duty hours and ***via the 24/7 Helpine*** at **703-740-7029**. Other installation level response agencies for reports of sexual assault include the DES.

7. Expiration. This Policy memorandum will remain in effect until superseded or rescinded.

DAVID A. MEYER
LTC, AR
Commanding

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